



Church of St. Augustine and St. Martin

REQUEST FOR USE OF CHURCH FACILITIES

Date: _____

TO: Vestry, Church of St. Augustine & St. Martin, or a Representative of the Vestry

FROM:

Organization: _____

Address: _____

City: _____ **State** _____ **Zip** _____

Purpose: _____ **Estimated attendance:** _____

Contact Person: _____ **Phone** _____

Title: _____

Date requested: _____ **Hours of Event :** _____

Request use of: (Check all that apply)

- _____ **The Well** (75 people max.) – Fee \$250 _____ **Undercroft** (200 people max) - Fee \$400
- _____ **The Sanctuary** (250 people max) – Fee \$300 (no food or drink is allowed in Sanctuary)
- _____ **The Kitchen** – Fee \$50 _____ **Other** _____
- _____ **Set up:** Number of Tables _____ Number of Chairs _____

Other Fees – Custodian (required for use of facilities) \$20 per hour _____

Total Charges: _____

Security Deposit **\$100.00** received by _____ Date: _____

Event Deposit: \$ _____ received by _____ Date: _____

Balance \$ _____ received by _____ Date: _____

A deposit of \$100 is required to reserve the facility. The deposit will be returned only if cancellation notice is given two weeks prior to the date of The Event. The balance must be paid two weeks prior to The Event. An additional Security Deposit of \$100 must be given two weeks prior to the event. It will be returned after the event if the space is left clean and without damage.

**ALCOHOLIC BEVERAGES ARE STRICTLY FORBIDDEN ON PREMISES
WITHOUT PRIOR AUTHORIZATION**

_____ We wish to serve alcohol (wine & beer)

Signature of applicant: _____ **Date:** _____

Approved by: _____ **Date:** _____

**NOTE: THIS REQUEST WILL NOT BE CONSIDERED UNLESS THE FOLLOWING
“RELEASE & INDEMNITY” STATEMENT IS COMPLETED AND SIGNED**

RELEASE & INDEMNITY

In consideration of the agreement on the part of the Church of St. Augustine & St. Martin (The Parish) to allow the undersigned use of the Property for The Event on (date)_____

The undersigned agrees as follows:

1 – The undersigned hereby releases and agrees to indemnify, defend and hold the Parish and The Protestant Episcopal Diocese of Massachusetts, and their respective trustees, officers, agents and employees harmless with respect to all claims, damages, costs and expenses including attorney’s fees, resulting from or relating to, the undersigned or any invitee or guest of the undersigned in connection with the Event, except to the extent that such loss, damage or injury results from a material defect in the condition of the Property or the willful misconduct or gross negligence of any agent, licensee or invitee of the Parish.

2 – The undersigned hereby further agrees promptly to repair any damage to the Property or any other property of the Parish caused by the undersigned or any invitee or guest of the undersigned in connection with the Event, and to indemnify, defend and hold the Parish and The Protestant Episcopal Diocese of Massachusetts, and their respective trustees, officers, agents and employees harmless with respect to all claims, damages, costs and expenses including attorney’s fees, resulting from or relating to any breach of the undersigned of the foregoing repair obligation, or any loss or damage to the property of, or any injury to, any person caused by the undersigned or any invitee or guest of the undersigned in connection with the Event.

3 – The undersigned acknowledges that the undersigned has reviewed and understands the contents of this Release and Indemnity.

Signature: _____

Printed Name: _____

Date: _____

Witness: _____

Date: _____

Revised 05/08

Regulations for Use of Space at The Church of St. Augustine & St. Martin

Thank you for your interest in using space at The Church of St. Augustine & St. Martin for your event.

- 1 – You must adhere to the time frame you arranged for, allowing time for set up before the event and cleanup after the event.
- 2 – You must be out of the building no later than 1:00 a.m.
- 3 – If you plan to serve alcohol, it must be approved in advance. Only wine and beer will be allowed. You must be responsible for monitoring your guests and their consumption of alcohol. You will be held responsible for any harm to our facility, other guests, or themselves by guests under the influence of alcohol.
- 4 – Attendance at your function should not exceed the estimated amount. Be realistic about the number of people you expect to attend. Attendance should not exceed the maximum capacity set for each space.
- 5 – Permanent furniture (piano, round table, bookcases) cannot be moved without permission in advance of the event.
- 6 – You are not allowed to staple or nail anything to the walls, doors, or furniture. You are not allowed to tape anything to the walls.
- 7 – The use of fog machines is not allowed.
- 8 – The use of candles or open flames is not allowed. You may use sterno or similar fuel to keep food hot as long as their use conforms with the directions given by their manufacturers.
- 9 – All tables should be wiped clean, and broken down after your event.
- 10 – Folding chairs should be folded and stacked neatly after your event.
- 11 – The floor should be swept clean and all spills wiped up after your event.
- 12 – All decorations should be removed after your event.

A Custodian will be present during your event. Should the Custodian determine that you are violating these rules in a way that would endanger our property or people attending your event, the Event will be ended and you will be made to vacate the premises.

The Security Deposit will be returned after the event if the property is left clean and without damage. Should damages exceed the amount of the Security Deposit you will be responsible for paying any additional charges.